

VILLAGE OF BROOKFIELD  
BROOKFIELD, ILLINOIS 60513

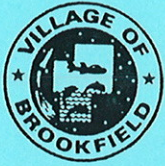
**BROOKFIELD VILLAGE BOARD – COMMITTEE OF THE WHOLE MEETING**  
**Monday, January 12, 2009**

**7:00 p.m. or Immediately following Village Board Meeting**  
**Edward Barcal Hall**  
**8820 Brookfield Avenue**  
**Brookfield, IL 60513**

**AGENDA**

- I. Discussion** – Refuse, Recycling, Yard Waste and Water Rate Increases
- II. Discussion** – OSLAD Closeout
- III. Discussion** – Copy Machine Lease
- IV. Discussion** – Foreclosure Information
- V. Discussion** – Realtor Letter and Resale Inspection Process
- VI. Presentation** – Government Finance Officers Association Award
- VII. Addresses from the Audience** – Any member of the audience who wishes to address the President and Village Board may do so at this time
- VIII. Adjournment**





## COMMITTEE ITEM MEMO

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ITEM: REFUSE, RECYCLING, YARD WASTE AND WATER RATE INCREASES  
COMMITTEE DATE: January 12, 2009  
PREPARED BY: Riccardo F. Ginex, Village Manager *R.F. Ginex*  
PURPOSE: To discuss passing on the increases for yard waste collection and water rates  
BUDGET AMOUNT: See below

### BACKGROUND:

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Before the end of the year, the Village was notified by Groot Industries, our waste hauler and the Brookfield-North Riverside Water Commission of increases that were being put in place on January 1, 2009. The increase for yard waste is part of the on-going contract and the water rate increase was voted on at the Commission's December meeting. Groot's increase is 3.2% (\$3.97 to \$4.10) per their contract using the CPI (Consumer Price Index) and the Water Commission's increase is from \$2.32 to \$2.55 per thousand gallons.

If the Board recalls, on January 14, 2008, I brought forward information that the Brookfield-North Riverside Water Commission would be passing along rates of 15% for 2008, 15% for 2009 and 14% for 2010. This was due to the City of Chicago increasing their rates. Subsequently, the Board did pass this increase along and stated they would act on the increases every year after.

This increase would take the rate the Village pays for water from \$2.32 to \$2.55 per thousand gallons. The increase of .23 cents is reflected in terms of 100 cubic feet or 750 gallons. As the Village currently bills in 100 cu. ft. (i.e., 750 gallon) increments, the proposed Village increase is determined as follows:

$750 \text{ gallons}/1000 \text{ gallons} = 75\% \times .23 \text{ cents} = .1725 \text{ cents} + \$3.84 \text{ (our present rate)} = \$4.01$

Our present rate of \$3.84 includes \$1.57 for administrative costs and maintaining our reserve for maintenance on our system. To continue with annual administrative cost increases, I am recommending an increase of 4% from \$1.57 to \$1.63 for administrative costs for 2009. This would bring the total water rate increase to \$4.07 for 100 cubic feet of water.

Additionally, On July 28, 2008, I came forward with a recommendation to extend Groot's contract for one year. At that time, I presented information showing the Village was subsidizing a number of services. The Board decided to make whole the Village in areas where we were having a deficit. Landscape waste costs were part of that increase. The Village increased the Landscape Waste Collection costs from \$2.70 to \$4.00. The new increase will take the collection costs to \$4.10.

Therefore, it is my recommendation that the Board pass along the new rates as follows:

Water – Increase .1725 cents for water and .06 cents for administrative costs to \$4.07  
Landscape Waste- Increase .10 cents from \$4.00 to \$4.10



**ATTACHMENTS:**

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1. Groot Increase Notification
2. Brookfield-Riverside Water Commission rate increase notification

**STAFF RECOMMENDATION:**

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The Board approves an amendment to Chapter 28, Water and Sewers and Chapter 13, Garbage, of the Village Code.

**REQUESTED COURSE OF ACTION:**

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The Board approves the amendments at the January 26<sup>th</sup> meeting.





**Groot  
Industries, Inc.**

2500 Landmeier Road  
Elk Grove Village, IL 60007  
Phone: 773/242-1977  
Fax: 773/601-8639  
www.groot.com

December 1, 2008

Mr. Riccardo Ginex  
Village Manager  
Village of Brookfield  
8820 Brookfield Avenue  
Brookfield, IL 60513-1688

Dear Mr. Ginex:

This letter is in reference to Section IX, Paragraph B of our present agreement for the Landscape Waste Services. Groot Industries respectfully requests a rate increase effective January 1, 2009:

Pursuant to the Consumer Price Index formula in the agreement, the calculation is as follows:

|              |       |
|--------------|-------|
| October 2007 | 206.7 |
| October 2008 | 213.3 |

The October index reflects a 3.2% increase. The current rates with their corresponding increases are as follows:

|                     |                 |
|---------------------|-----------------|
| <b>Current Rate</b> | <b>New Rate</b> |
| <b>\$3.97</b>       | <b>\$4.10</b>   |

We appreciate the opportunity to provide these very important services to the Village of Brookfield. We are proud of the years of service we have given to the Village and look forward to keeping Brookfield on the forefront of innovative solid waste collection services.

Sincerely,

  
Frank Hillegonds  
Municipal Manager  
Groot Industries

cc: Steven Ryndak, Controller

FH:db

Service Locations  
in Elk Grove Village, Chicago, McCook,  
West Chicago, Lake Bluff

- Waste Collection
- Recycling Services
- Municipal Contracting
- Roll-Off Service
- Document Destruction
- Off-Spec Product Destruction

Since 1914

**NSWMA**



Recycled Paper



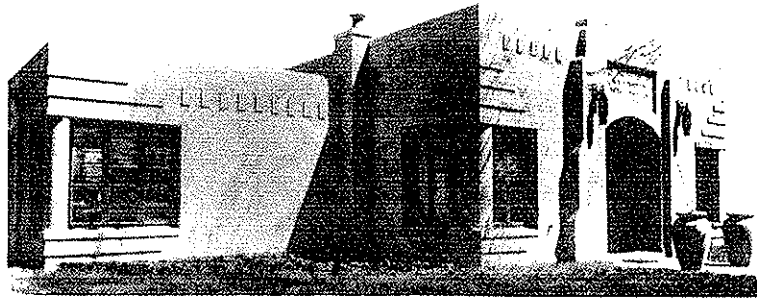
# BROOKFIELD-NORTH RIVERSIDE WATER COMMISSION

8636 Brookfield Avenue

Phone: (708) 485-4244

Brookfield, Illinois 60513

FAX: (708) 485-9321



Jean M. DiMonte, Treasurer  
Janice J. Decosola, Clerk  
John T. O'Connell, Attorney  
Donald R. Miskell, Superintendent

COMMISSIONERS  
Matthew G. Radek, Chairman  
Mark E. Egger, Commissioner  
Steve R. Hyzny, Commissioner

December 11, 2008

Brookfield-North Riverside Water Commission  
Re: 2009 Water Rates:

Dear Customer:

The City of Chicago has raised its rates to the BNRWC (15%) or (23) cent per thousand gallons. The BNRWC is passing this increase through to all of its customers. The rate will increase from \$2.32 per thousand gallon's, to \$2.55 per thousand gallon's. This increase will go into effect January 1, 2009. Thank you for your understanding on this matter.

Sincerely,

*Donald R. Miskell*  
Donald R. Miskell  
Supt, B.N.R.W.C.



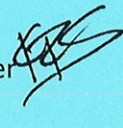


## COMMITTEE ITEM MEMO

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ITEM: OSLAD Grant Closeout

COMMITTEE DATE: January 12, 2009

PREPARED BY: Keith R. Sbiral, AICP, Assistant Village Manager 

PURPOSE: Committee Review of the Final Closeout for the OSLAD Ehlert Park Development

### BACKGROUND:

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At the February 12, 2007 Board of Trustees meeting, the Board directed Staff to initiate a Request for Qualifications for a Design Firm for the remaining work for the Ehlert Park OSLAD project. That action was the first step in completing a grant which timeframe was coming to a close. Staff issued a Request for Qualifications for a park planning and design firm, contracted with Hitchcock Design, developed and constructed the park over the past two years.

A review team was formed over two years ago consisting of Rick Ginex, Bill Heider, Meena Beyers, and myself and was led by Meena Beyers. As you are all aware the September 20, 2008 grand opening of the park was a huge success. The new amenities added to the east side of the park are the highest caliber in design and will provide a lasting asset for the entire Brookfield community.

The original budget submitted with the grant application (prepared by Thomson, Dyke, Associates) was \$796,500 and the final actual cost of the park project as designed (Hitchcock Design) was \$1,313,308. The September 24, 2007 Committee Item Memo for final documents estimated the price of park design and construction at \$1.4 million dollars.

At the Committee of the Whole meeting, staff will review the final OSLAD audit and award of grant funding. The award of the OSLAD grant was received in December of 2008 and totaled \$398,000.

### ATTACHMENTS:

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1. IDNR Completion Letter, Dated November 20, 2008.
2. Independent Accountant's Report on Applying Agreed-Upon Procedures, Dated October 27, 2008.

### STAFF RECOMMENDATION:

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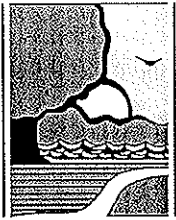
Staff will give a presentation at the Committee of the Whole meeting outlining the results of the project completion and the project audit.

### REQUESTED COURSE OF ACTION:

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This is an informational item with no action necessary.





# Illinois Department of Natural Resources

One Natural Resources Way • Springfield, Illinois 62702-1271  
<http://dnr.state.il.us>

Rod R. Blagojevich, Governor

Sam Flood, Acting Director

November 20, 2008

Mr. Michael Garvey  
Village President  
Village of Brookfield  
8820 Brookfield Avenue  
Brookfield, IL 60513

Re: Project OS 06-1419  
Village of Brookfield  
Ehlert Park

Dear Mr. Garvey:

The Department has received your final billing request for the above referenced project and I am pleased to advise that final grant reimbursement in the amount of \$398,000.00 has been approved. Accordingly, a voucher for that amount has been processed and a warrant from the State Comptroller's office should be forwarded to you within the next 30 days.

On behalf of the Department of Natural Resources, I would like to congratulate the Village of Brookfield on the successful completion of this project. Your commitment in helping improve quality public outdoor recreation opportunities in Illinois is greatly appreciated.

In accordance with terms of the OSLAD grants-in-aid program, please keep in mind the following items:

- Actual project expenditure records should be maintained for a three (3) year period and are subject to audit by representatives of the Illinois Department of Natural Resources and/or the Auditor General's office.
- The land acquired and/or developed under the above referenced project must be maintained for public outdoor park and recreation purposes as so specified in the signed Project Agreement. No major deviations from the approved site development plan on file with the Department may be made without prior written approval from this agency.
- Acknowledgment of OSLAD assistance must be permanently posted at the project site, preferably on the park entrance sign. It is my understanding Department grant staff provided your agency with the necessary sign for posting.

Once again, congratulations on the completion of this project.

Sincerely,

Sam Flood  
Acting Director

SF/jn



**INDEPENDENT ACCOUNTANT'S REPORT**  
**ON APPLYING AGREED-UPON PROCEDURES**

October 27, 2008

State of Illinois  
Department of Natural Resources  
One Natural Resources Way  
Springfield, IL 62702-1271

RE: Village of Brookfield  
Ehlert Park Development

We have performed the procedures enumerated below, which were agreed to by the Village of Brookfield, Illinois, and specified by the State of Illinois Department of Natural Resources, solely to meet the state audit requirements specified in the grant agreement for Grant No. OS 06-1419. This engagement to apply agreed-upon procedures was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below for the purpose for which this report has been requested or for any other purpose.

We made inquiries of management and reviewed various documents related to disbursements of Grant No. OS 06-1419 to determine that the Village:

- Adhered to the activities listed in the General Provisions of the Project Agreement items A – G of the grant agreement. Specifically,
  - A. Verify that all contracts listed on the schedule were for work germane to the scope of the approved OSLAD project as described on the signed Project Agreement and any amendments thereto, and, with the exception of project professional services (A/E) contracts, were executed after the project start date indicated on the signed Project Agreement. Identify and report any exceptions.

After performing the stated procedure, no exceptions were found.

- B. With the exception of Professional Services (A/E) contracts, verify that the local project sponsor (grantee) has complied with applicable state statutes and applicable local ordinances concerning bidding requirements for construction contracts, and equipment/material purchases. Identify and report any exceptions.

After performing the stated procedure, no exceptions were found.

- C. Verify that the requirements in item F. Subcontractor Provisions of the Project Agreement or similar language was made part of the signed contract for any Bid construction contracts and material/equipment purchases. Identify and report and exceptions.

After performing the stated procedure, no exceptions were found.

- D. Verify that all publicly bid construction and material/equipment purchase contracts executed for the project were awarded to the low bidder. Identify and report any exceptions and attach written justification from local project sponsor (grantee) for their awarding any contract to someone other than the lowest bidder.

After performing the stated procedure, no exceptions were found, thus no attachment is necessary.

- E. Verify that all change orders to the construction and material/equipment purchase contracts are germane to the approved OSLAD project scope and that any change order of \$10,000 or more were approved by DNR. Identify and report any noted exceptions and attach a copy of any change orders noted as an exception.

After performing the stated procedure, no exceptions were found and all change orders are relevant and within the project scope.

- F. Sample a minimum of 25% of the project expenditures listed on the "Schedule of Expenditures" (sample shall represent at least 50% of total project expenditure value) and trace to the local project sponsor's accounting record system and verify the costs are germane to the project scope and, with the exception of project professional services (A/E fees), were incurred during the project period specified on the signed project agreement.

After performing the stated procedure, no exceptions were found.

- G. If Force Account labor (use of project sponsor's own staff to complete project construction) is listed/claimed on the "Schedule of Expenditures", sample a minimum of 20% of the listed Force Account labor charges (minimum of 35% of FA labor value) to determine if the charges are allowable and germane to the project scope AND can be traced to supporting Project Sponsor time keeping records. Identify and report and unsupported charges.

No Force Account labor was claimed on the "Schedule of Expenditures", thus there was no testing of Force Account labor.



- Obtained prior written approvals from the State of Illinois Department of Natural Resources (Department) for material changes from the performance of the activities described in the scope of work section of the grant.
- Expended grant funds within the grant period.
- Adhered to the grant budget.
- Adequately accounted for disbursements of grant funds.
- Reported amounts in the closeout package which are traceable to the general ledger.

We were not engaged to and did not perform an audit, the objective of which would be the expression of an opinion on the Village's compliance with the grant agreement for Grant No. OS 06-1419 from the State of Illinois Department of Natural Resources. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you. Also, we express no opinion on the Village of Brookfield, Illinois' internal control over financial reporting or any part thereof.

This report is intended solely for the information and use of the President, Village Board of Commissioners, management of the Village of Brookfield, and the State of Illinois Department of Natural Resources and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in blue ink that reads "Lauterbach & Amen LLP". The signature is written in a cursive, flowing style.

LAUTERBACH & AMEN, LLP

**VILLAGE OF BROOKFIELD, ILLINOIS**

**STATE OF ILLINOIS DEPARTMENT OF NATURAL RESOURCES  
GRANT PROJECT #OS 06-1419**

**Statement of Expenditures**

|  | Budget    | Actual    |
|--|-----------|-----------|
| Expenditures   |           |           |
| Junior and regulation soccer/football field                  | \$ 52,000 | 148,000   |
| Little league ballfield with backstop and bleachers          | 128,000   | 128,000   |
| Skate Park   | 150,000   | 106,900   |
| Senior Area Courts - Bocce and horseshoe                     | 20,000    | 23,000    |
| Gazebo   | 40,000    | 27,000    |
| Walking/jogging path (1/2 mile) with pathway lighting        | 114,000   | 135,900   |
| Site amenities(picnic tables, benches, and waste receptacle) | 22,000    | 60,000    |
| Drinking fountains/water utilities                           | 45,000    | 29,300    |
| Landscaping and planting                                     | 50,000    | 60,000    |
| Parking lot (25 spaces)                                      | 85,000    | 102,600   |
| Other (site work/drainage)                                   | -         | 322,728   |
| A/E design fees  | 86,000    | 168,380   |
| CPA report costs   | 1,500     | 1,500     |
| Potential archaeological survey                              | 3,000     | -         |
| Total Expenditures   | 796,500   | 1,313,308 |






## COMMITTEE ITEM MEMO

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**ITEM:** Copy Machine Lease

**COMMITTEE DATE:** January 12, 2009

**PREPARED BY:** Keith Sbiral, AICP, Assistant Village Manager 

**PURPOSE:** Informational item to discuss bid requirements for imaging solution services.

**BUDGET AMOUNT:** Approximately \$25,000 multi-departmental budget for Copiers and Service.

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### BACKGROUND:

Nearly three years ago, Staff brought forward a copy machine lease program to save the Village thousands of dollars in imaging costs over the course of the proposed three year lease program. The lease was approved with Canon Copiers and has approximately 4 months remaining. Over the past month, Staff has met with various office equipment and document imaging providers including Canon, Xerox, Toshiba, and Ricoh, in an effort to find the most cost effective and functional solution for the Village copying needs to replace the existing lease agreement. In an effort to reduce costs and improve overall efficiencies of the Village services, Staff is continuously reviewing contracts to find the best available alternatives for the Brookfield. It is important to note that the imaging needs of the Village have significantly changed over the past three years with the introduction of the paperless packet and the technological advances that have been implemented.

After significant discussion with various vendors, Staff has concluded that though many providers offer similar functionality and equipment, the Village may be best served by changing from our existing vendor relationship with Canon Business Solutions.

The Village previously purchased copy machines instead of leasing the machines. Staff is recommending a continuation of a lease option for new machines. Leasing the machines provide a low cost opportunity to maintain current technology and functionality on a long term basis.

Based on current and expected usage staff expects to save the Village a minimum of \$230 dollars a month (\$8,000 over 36 months) and renegotiate for new equipment.

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### ATTACHMENTS:

1. N/A

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### STAFF RECOMMENDATION:

Staff is currently reviewing a final proposal at the time that packets are being prepared. Staff will be recommending the Village Board review multiple proposals and will make a recommendation at the January 12, 2009 meeting to waive bid requirements for the preferred vendor (following a presentation) for imaging needs for the term of a 36 month lease to take advantage of significant cost savings.

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### REQUESTED COURSE OF ACTION:

Ordinances will be prepared for the January 26, 2009 meeting to waive the bidding requirement and approve an imaging contract.





## COMMITTEE ITEM MEMO

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**ITEM:** Foreclosure Background

**COMMITTEE DATE:** January 12, 2009

**PREPARED BY:** Keith R. Sbiral, AICP, Assistant Village Manager

A handwritten signature in black ink, appearing to be "KRS", is written over the name "Keith R. Sbiral".

**PURPOSE:** Committee Review of the Final Effect of the Foreclosure Crisis on the Village

**BACKGROUND:**

Staff will present background information regarding the effects of the current economic climate on the Village of Brookfield with specific respect to foreclosures and property maintenance issues. Many Villages are currently trying to determine ways to respond to the realities of the real estate market. Much of what the Village has done over the past three years to modernize and improve the efficiencies of the Building and Planning Department has put Brookfield in a good position to deal with a very difficult situation.

**ATTACHMENTS:**

1. Foreclosure Facts Memo, Dated January 6, 2009.

**STAFF RECOMMENDATION:**

Staff will give a presentation at the Committee of the Whole meeting outlining information and possible courses of action to deal with existing property maintenance issues.

**REQUESTED COURSE OF ACTION:**

This is an informational item with no action necessary at this time.





# Village of Brookfield

## Building and Planning Department

DATE: January 6, 2009

To: Keith Sbiral, AICP, Assistant Village Manager

FROM: Meena D. Beyers, AICP, Village Planner

Re: Foreclosure Facts

The following information discusses the tracking of foreclosures, the Housing and Economic Recovery Act of 2008, minimizing the impact of foreclosures in neighborhoods, and foreclosure prevention resources:

### Tracking Foreclosures

There are several websites available to track foreclosures based on Lis Pendens filings in Cook County.

[www.foreclosurepoint.com](http://www.foreclosurepoint.com): This is a premier foreclosure tracking site that Brookfield and most municipalities are using, as recommended by county agencies. Based on this website, as of January 5, 2009, approximately 99 Brookfield properties are in foreclosure.

[www.realtytrac.com](http://www.realtytrac.com): This is another site available, but county agencies have indicated that this website is not always updated and not always accurate in terms of classifications. Based on this website, as of January 5, 2009, approximately 373 Brookfield properties are in pre-foreclosure sales (it is unclear what data this figure is based on); approximately 96 Brookfield properties are in public auction, and approximately 159 properties are bank-owned (not necessarily foreclosures, this may include trusts and estates).

The total number of housing units in Brookfield is approximately 7,690. This figure is the current estimate based on development since 2004, when the last estimate was outlined in the 2020 Master Plan. This makes approximately 1% of Brookfield housing units in foreclosure, and the potential for an additional 4% of the housing stock to be in foreclosure in the future.

### 2008 Housing and Economic Recovery Act

As a part of the Housing and Economic Recovery Act of 2008, funds from the Department of Housing and Urban Development were made available for the Neighborhood Stabilization Program (NSP). These funds were distributed directly to CDBG entitlement communities (large cities, like Chicago and Joliet), counties, and state agencies. Cook County received approximately \$28 million, and the State of Illinois received approximately \$53 million.

NSP funds are intended to be used by municipalities and counties to buy up foreclosure properties and redevelop or rehab them to make them available as affordable housing. These funds will be made available to priority communities as determined by the administering agency (Cook County, for example). They have developed a threshold of at least 7% foreclosure rate to qualify as a priority community.

Brookfield has not been identified as a priority community. The number of foreclosures in Brookfield is low compared to other communities in Cook County, ranging anywhere from 10% foreclosure rates (Broadview) to 16% (Chicago Heights). The bad news is that Brookfield is therefore not a priority community and may not have access to NSP funds when they become available. The good news is that our foreclosure rates are among the lowest in the area.

### Minimize impacts on neighborhoods

At this time, communities do not have access to resources to mitigate foreclosure or minimize the impact of foreclosure on neighborhoods. Few communities are utilizing their own funds to mow yards, board up properties, or increase surveillance at foreclosure properties. Larger communities that are entitled to CDBG and HOME funds (such as Aurora) are able to redirect funds to bolster property maintenance in affected neighborhoods.



Brookfield may be able to compile a list of foreclosure properties and increase police presence in these areas. Staff has requested that area realtors report foreclosure properties to the Village for this purpose. However, until the housing market turns around, it is increasingly important for neighbors to work together, to help keep vacant property yards mowed, and to keep an eye on vacant properties for suspicious activity. Village Staff will continue enforcement of the property maintenance code and pursue property owners and banks for property maintenance violations.

What other communities are doing:

LaGrange is following their regular property maintenance procedure and building relationships with their realtors that deal in foreclosures. They mow and remove debris via the state lien act, and obtain emergency orders from court to pump out basements of vacant properties.

LaGrange Park is following their regular property maintenance procedure and trying to lien properties when necessary. They only board-up or mow as a last resort after spending a good deal of time on pursuing the owner or bank.

Countryside adopted an ordinance authorizing the creation of a vacant properties registration. The vacant property registration requires the licensing of vacant properties for 120 days at a time, and inspections are performed during each license period. Countryside does not do any mowing or boarding up of properties and pursues the property owner/bank. Some of Countryside's building and property maintenance services are currently outsourced due to fluctuations in staffing, making it feasible to allocate resources to this effort.

### **Foreclosure Prevention**

Cook County passed a resolution in September 2008 seeking a moratorium on foreclosures in order to give citizens an opportunity to restructure loans and explore their options. In their resolution, Cook County officials encouraged participation in the Neighborhood Assistance Corporation of America (NACA) foreclosure workshops. NACA is a HUD certified home counseling organization that provides free group workshops and individual counseling to restructure mortgages before foreclosure happens.

Workshops are held throughout the Chicago area, less than 15 miles from Brookfield. Should the Board be interested, Staff may contact NACA to see if any upcoming workshops will be in the suburbs, or if it is possible to hold a workshop in our area. As workshops are intended to serve anywhere from 100 to 600 people, it would likely have to serve a wider area than just Brookfield.

Staff can also gather phone numbers for hotlines and other counseling organizations to develop flyers and information on our website to connect property owners with counseling opportunities.



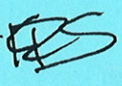


## COMMITTEE ITEM MEMO

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**ITEM:** Realtor Letter and Resale Inspection Process

**COMMITTEE DATE:** January 12, 2009

**PREPARED BY:** Keith R. Sbiral, AICP, Assistant Village Manager 

**PURPOSE:** Inform Village Board of Refined Resale Process

### **BACKGROUND:**

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Management Staff has an ongoing commitment to making each department more efficient and effective. To that end, there is an ongoing analysis of processes and procedures in each department. The Building and Planning Department has recently implemented modifications to the Resale Inspection process that makes the requirements of the code easier to understand for current as well as future residents.

The goal of redesigning the forms and providing information in a clear manner is to enable resale residents, realtors, and property owners to better prepare for resale inspections, reduce the need for timely and costly re-inspections, and decrease frustrations during real estate closings.

To that end, the Building and Planning Department staff have developed the documents, "Everything you need to know about resale inspections," a revised inspection application, "Hot Water Heater Requirements," and a "Typical items covered in residential resale inspections." These documents, along with a letter outlining the typical timeframe for scheduling inspections have been mailed to each realtor within the limits of Brookfield as well as realtors in surrounding communities so that they may all be better prepared for the Village of Brookfield Resale Inspection process.

In a difficult economic and real estate environment it is crucial that the Building and Planning Department take these proactive steps to make sure everyone has all of the information and tools available to them for a successful resale transaction. Customer Service continues to be a primary objective of the Building and Planning Department.

### **ATTACHMENTS:**

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1. Realtor Letter, Dated January 2, 2009.
2. Everything You Need to Know about Resale Inspections
3. Resale Inspection Application
4. Typical Items Covered In Residential Resale Inspections
5. Hot Water Heater Requirements

### **STAFF RECOMMENDATION:**

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Staff will give a presentation at the Committee of the Whole meeting outlining the improved procedures relative to Resale Inspections.

### **REQUESTED COURSE OF ACTION:**

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This is an informational item with no action necessary at this time.





# Village of Brookfield

8820 Brookfield Avenue • Brookfield, Illinois 60513-1688  
(708) 485-7344 • FAX (708) 485-4971  
[www.brookfieldil.gov](http://www.brookfieldil.gov)

VILLAGE PRESIDENT  
Michael J. Garvey

VILLAGE CLERK  
Brigid Weber

BOARD OF TRUSTEES  
Cathy A. Colgrass-Edwards  
C. P. Hall, II  
Kit P. Ketchmark  
David P. LeClere  
Yvonne Prause  
Michael A. Towner

VILLAGE MANAGER  
Riccardo F. Ginex

MEMBER OF  
Illinois Municipal League  
Proviso Township  
Municipal League  
West Central  
Municipal Conference

TREE CITY U.S.A. Since 1981

HOME OF BROOKFIELD ZOO

January 2, 2009

Dear Brookfield Realtor,

The Village of Brookfield Building and Planning Department, like you, hopes that 2009 brings improvement in the housing market. As we are faced with challenges due to the economy, we hope to work with you to minimize the impacts of foreclosures on Brookfield neighborhoods.

As a reminder, the Village of Brookfield requires a Resale Inspection of any property involved in a transfer of ownership. The inspection must be scheduled by the seller or the seller's agent within 60 days of the closing. With the exception of certain situations, any code violations should be corrected by the seller and reinspected prior to the closing. The potential buyer has a right to access the inspection report and should receive a copy from the seller's agent.

Please remember that real estate signage up to 6 square feet is permitted, and attention-getting devices such as inflatable items and flags are not permitted.

I have attached an informational handout regarding Resale Inspections, the Resale Inspection Application, and a list of typical items reviewed during an inspection, as a reminder as you start the new year. Please do not hesitate to contact the Building and Planning Department at 708-485-7344 option 3 if you have any questions after reviewing this information.

In addition, if you become aware of a foreclosure property, please notify the Building and Planning Department. While there is little that municipalities are able to do to address foreclosures at this time, the Village may be able to track these properties in the event resources become available in the future, or maintain increased police presence to prevent loitering or break-ins.

Thank you for your assistance. We are looking forward to working with you in the coming year.

Sincerely,

Keith R. Sbiral, AICP  
Assistant Village Manager  
Director of Building and Planning

Enclosures:

Resale Inspection Info Sheet  
Resale Inspection Application  
List of Typical Inspection Items



# Village of Brookfield

Building and Planning Department

## Everything you need to know about Resale Inspections

Resale Inspections protect the community's health, safety, and property values by requiring a minimum standard for housing at the time of any transfer of ownership. The resale inspection process can be very simple if you plan ahead and observe the following:

|  |   |
|--|---|
| <b>Resale Inspections:</b> <ol style="list-style-type: none"><li>1. Are the responsibility of the seller to schedule and to comply with any required corrections.</li><li>2. Must be completed within 60 days prior to closing;</li><li>3. Are not guaranteed if you wait until the week of the closing to schedule;</li></ol>   | <b>Resale Inspections Fees:</b> <p>Single Family: \$100</p> <p>Multi-Family: \$100 1<sup>st</sup> unit, \$30 ea. add.</p> <p>Commercial: see Fee Schedule</p> <p>Inspection fees include an inspection and one Reinspection. The inspection is valid for 60 days following initial inspection.</p>  |
| <b>Be Prepared:</b> <p>Some of the most frequently missed resale items include:</p> <ul style="list-style-type: none"><li>➤ Address numbers on house and garage</li><li>➤ Smoke/CO Detectors installed &amp; tested</li><li>➤ GFI outlets above counters and near water sources</li><li>➤ Black pipe instead of flexible gas lines on furnaces, boilers, and water heaters</li><li>➤ Protective covers on light fixtures in closets and on decks/porches</li></ul> <p>Review the Typical Items list and be prepared for your inspection.</p> | <b>Don't Forget to:</b> <ul style="list-style-type: none"><li>✓ Complete your Resale Inspection Application thoroughly. Don't waste time by having an incomplete application.</li><li>✓ Make sure your water bill is paid to-date and that you are current on the payment of any property maintenance or other outstanding fines.</li><li>✓ Schedule your inspection well in advance of your closing.</li></ul> |

Village of Brookfield  
Building and Planning Department  
8820 Brookfield Avenue  
Brookfield, IL 60513  
Ph. 708-485-7344 option 3  
Fx. 708-485-8090  
[www.brookfieldil.gov](http://www.brookfieldil.gov)





**Village of Brookfield**  
Building & Planning Department  
8820 Brookfield Avenue  
Brookfield, IL  
60513

# Resale Inspection

## Application

### Part 1: Property Information

Property Address: \_\_\_\_\_

Date of Application: \_\_\_\_\_ Closing Date: \_\_\_\_\_

### Part 2: Owner/Seller Information

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Address (if different): \_\_\_\_\_  
City State Zip Code

Forwarding Address: \_\_\_\_\_  
City State Zip Code

Real Estate Company: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Agent Name: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Attorney Firm: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Attorney Name: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Attorney Address: \_\_\_\_\_  
City State Zip Code

### Part 3: Buyer Information

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Current Address: \_\_\_\_\_

Real Estate Company: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Agent Name: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Attorney Firm: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Attorney Name: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Attorney Address: \_\_\_\_\_  
City State Zip Code

### Part 4: Signatures

I attest that the above information is accurate and that upon any changes to this information prior to closing, I will provide updated information to the Village of Brookfield. I understand that the Resale Inspection is valid for 60 days following the initial inspection, and that a new inspection must be reapplied and paid for if the real estate closing takes place after that time. I understand that any correction items found during inspection are my responsibility. I will be forthright with the buyer noted above regarding the inspection results and status of repairs. **Only the Owner or Seller's Agent or Attorney listed in Part 2 may sign and submit this form:**

Signature of Owner/Authorized Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Owner/Authorized Agent: \_\_\_\_\_



# Village of Brookfield

Building and Planning Department

## TYPICAL ITEMS COVERED IN RESIDENTIAL RESALE INSPECTIONS

### ADDRESS NUMBER

- ☐ Address numbers shall be placed on all buildings and shall be placed so as to be easily read from the curb in the front of the building and the alley in the rear of the building.

### FIRE & LIFE SAFETY

- ☐ Smoke Detector must be located within 15 feet of Bedroom(s) and one per level, including basement but not including unoccupied attic space. They must be in good working order and are subject to a field test upon inspection.
- ☐ Any potential Fire Hazard must be removed.
- ☐ All stairways over 2 steps must have at least one handrail.
- ☐ Any required fire extinguishers must have a current and valid test tag correctly dated.
- ☐ Exit doors cannot be bolted, sealed, or blocked in such a manner that prevents exit without special knowledge, tools or keys.
- ☐ Install Carbon Monoxide detectors in all dwelling units within 15 feet of every room used for sleeping purposes.

### ELECTRICAL

- ☐ All electrical outlets must be grounded.
- ☐ 100 AMP Electrical Service with circuit breakers that meets the current code is the minimum requirement for all buildings
- ☐ Romex wire is not allowed. It must be removed and brought to code.
- ☐ Extension cords are not allowed.
- ☐ All outlets within 6 feet of a water source, bathroom, kitchen, deck area, must have GFI (Ground Fault Interruption) receptacles or breakers. All counter tops in the kitchen must have GFI outlets (islands included). All other outlets must be three prong, grounded. Sump/Ejector Pumps should have a single, non-GFI, outlet receptacle unless a battery back up requires a second plug in. Garage floors are considered to be wet and require GFI protection on all outlets accessible from the floor. Garage door openers must not have GFI receptacles. Disable medicine cabinet outlets if not GFI protected.
- ☐ A #6 ground wire with approved saddle clamps must be installed on the water meter and connected on both the street and house side.
- ☐ Close any open electric box knockouts and any open circuit breaker spaces.
- ☐ Overhead Electric service to garages is not permitted. Only service from the house going underground to garage is permissible.
- ☐ All lights in closets, decks, and porches must have a protective covering (no clip-ons).



## **DECKS & PORCHES**

- ☐ The proximity of the electric service to your deck or porch must meet current safety requirements. (11 feet above deck/porch floor.)
- ☐ Any deck or porch found to be in an unsafe condition must be repaired to Code.

## **PLUMBING**

- ☐ All Flue Pipes must be firmly attached and properly sealed to the chimney and must slope downward from the chimney to the furnace or water heater.
- ☐ All water heaters must be equipped with a temperature & pressure relief valve with piping to bring the relief water and steam to approximately 3 inches above the floor.
- ☐ Plastic water supply lines are not allowed (should be braided stainless steel or copper). "M" copper pipe not code; must be "L" copper.
- ☐ All plumbing fixtures must be vented properly. Additions and/or remodeling must not interfere with plumbing vents.
- ☐ Sediment traps (Drip Cap) are required on all furnace gas lines and water heaters before they connect with gas valves.
- ☐ Flexible gas lines must be replaced with Black Pipe on furnaces, boilers and water heaters.
- ☐ All sump pits must have a correctly installed cover and discharge to outside, away from the house but on own property.
- ☐ Water leaks of any kind are not permitted and must be repaired.

## **CONCRETE STAIRS**

- ☐ Broken concrete stairs that pose a trip hazard will need to be replaced or repaired.

## **SWIMMING POOLS**

- ☐ Check for Electrical wiring hazards both ground and overhead wires.
- ☐ Safety fence or removable ladder.

## **PROPERTY MAINTENANCE**

- ☐ The house and property must be in compliance with the Village Property Maintenance code. Any exterior maintenance issues that present a blight issue need to be corrected, including but not limited to: Peeling paint, excessive trash, debris, grass and weeds, garbage, construction debris, loose siding or fencing, hanging gutters and awnings, broken windows, loose shutters, broken railings, tree branches, broken and loose gates, abandoned lawn furniture, swing sets and pools, rodent infestation, and junk cars, boats, RV's and lawn equipment.

## **ZONING**

- ☐ Property use is in accordance with the Zoning Code.

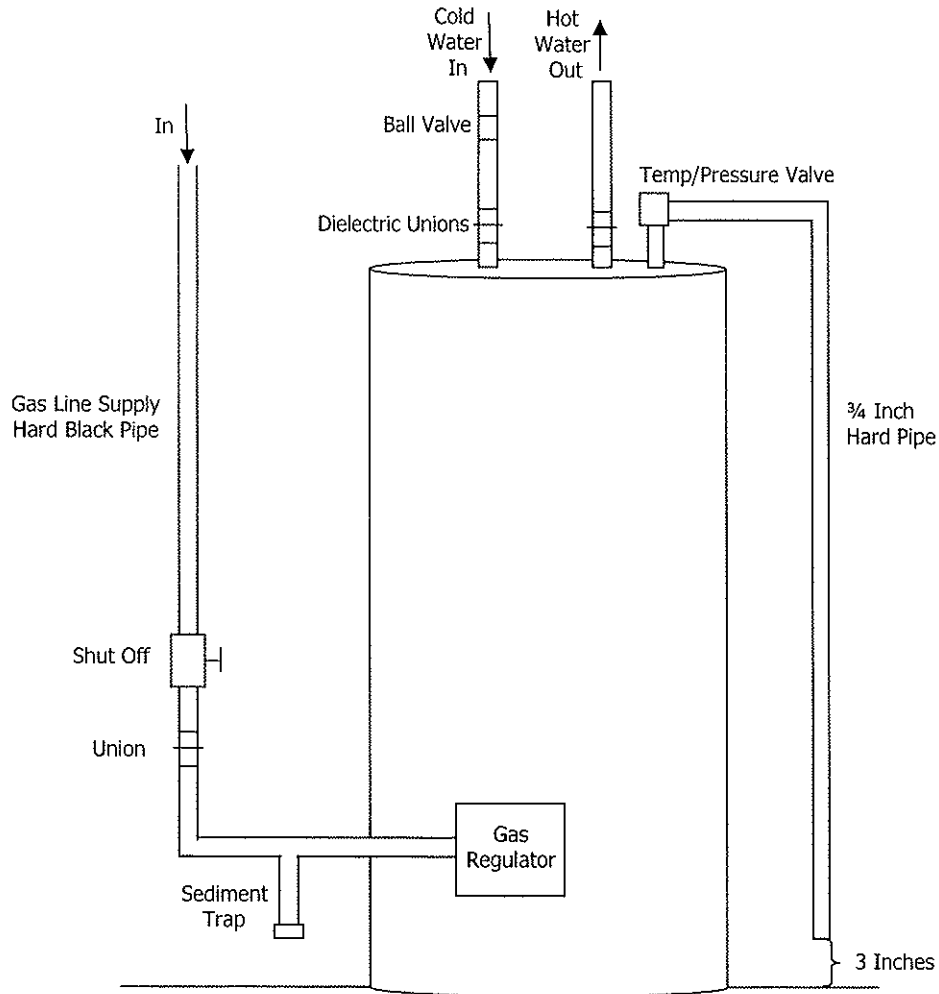
**The Code Enforcement Officer/Inspector is not limited to the above items and may request additional items be corrected if he/she notes a life safety issue and/or code violation should they present themselves upon inspection.**



# Village of Brookfield

Building and Planning Department

## Hot Water Heater Requirements



Please Note:

1. Correct hard (black) pipe connection with sediment trap for hot water heaters and furnaces.
2. No flexible gas line allowed
3. Hot water heater temperature/pressure valve must extend to within 3" of floor.






## COMMITTEE ITEM MEMO

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**ITEM:** Government Finance Officers Association

**COMMITTEE DATE:** January 12, 2009

**PREPARED BY:** Keith R. Sbiral, AICP, Assistant Village Manager 

**PURPOSE:** Award of Financial Reporting Achievement

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### BACKGROUND:

The Village of Brookfield is again the recipient of the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting. The certificate is verification that the Village comprehensive annual financial report (CAFR) meets the highest standards in governmental reporting. This certificate is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

This particular award is for the 8 month "stub" fiscal year ending December 31, 2007. The Village first submitted its Annual Report in 1990, but was not awarded the certificate until 1992. From 1992 until 1999, the Village received the award. In 2000, the Annual report was not submitted. In 2001 and 2002, the Annual report was submitted and received the award. In 2003 and 2004, the Annual Report was not submitted. In 2005 through April 2007, the Annual report was submitted and did receive the award.

This represents a significant accomplishment by the Village and the ongoing goal to have open and responsive government.

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### ATTACHMENTS:

1. Award of Financial Reporting Achievement, Dated December 28, 2008.
2. Graphic of Award Plaque.
3. GFOA Press Release, Dated December 29, 2008.

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### STAFF RECOMMENDATION:

Staff will give a presentation at the Committee of the Whole meeting.

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### REQUESTED COURSE OF ACTION:

This is an informational item with no action necessary at this time.





**The Government Finance Officers Association  
of the United States and Canada**

*presents this*

## **AWARD OF FINANCIAL REPORTING ACHIEVEMENT**

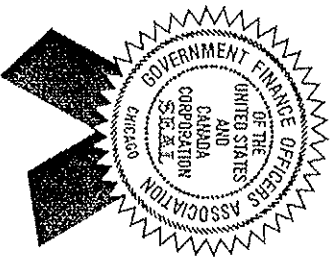
*to*

**Finance Department  
Village of Brookfield, Illinois**

*The award of Financial Reporting Achievement is presented by the Government Finance Officers Association to the individual(s) designated as instrumental in their government unit achieving a Certificate of Achievement for Excellence in Financial Reporting. A Certificate of Achievement is presented to those government units whose annual financial reports are judged to adhere to program standards and represents the highest award in government financial reporting.*

Executive Director

Date December 29, 2008



# Certificate of Achievement for Excellence in Financial Reporting

Presented to

Village of Brookfield  
Illinois

For its Comprehensive Annual  
Financial Report  
for the Fiscal Year Ended  
December 31, 2007

A Certificate of Achievement for Excellence in Financial Reporting is presented by the Government Finance Officers Association of the United States and Canada to government units and public employee retirement systems whose comprehensive annual financial reports (CAFRs) achieve the highest standards in government accounting and financial reporting.



President

Executive Director



Government Finance Officers Association  
203 N. LaSalle Street - Suite 2700  
Chicago, IL 60601

Phone (312) 977-9700 Fax (312) 977-4806

12/29/2008

NEWS RELEASE

For Information contact:  
Stephen Gauthier (312) 977-9700

(Chicago)--The Certificate of Achievement for Excellence in Financial Reporting has been awarded to **Village of Brookfield** by the Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual(s), department or agency designated by the government as primarily responsible for preparing the award-winning CAFR. This has been presented to:

**Finance Department, Village of Brookfield**

The CAFR has been judged by an impartial panel to meet the high standards of the program including demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

The GFOA is a nonprofit professional association serving approximately 17,000 government finance professionals with offices in Chicago, IL, and Washington, D.C.